***Career Services Unpaid Internship Scholarship***

Career Services recognizes that while internship experience supports career exploration and improves job prospects after graduation, taking unpaid internships may not be possible for students with limited finances for living and travel expenses. The Unpaid Internship Scholarship offers scholarship awards to undergraduate students who have excelled in landing unpaid internships, but who need financial assistance to offset the expenses associated with participating in the internship.

Maximum amount of scholarship awards - $2500

Scholarship Application Deadline: Friday, February 28, 2020

Award selections are made based on the following criteria addressed in the student’s application:

* Has secured an unpaid career-related internship prior to applying for the scholarship in one of the following areas: (nonprofit, government, education, arts, public service, or other industry that traditionally does not pay interns*)*
* Has secured an unpaid, career-related internship for the summer 2020
* Eligible students may also be students who have secured paid internships and can demonstrate that the expenses associated with the internship are not completely covered by the offered amount of the internship salary. *(NOTE: This will only apply if there are remaining funds after making awards to all eligible students with unpaid internships).*
	+ *Unpaid internships with for-profit companies will not be considered*
	+ Must be able to provide a copy of the internship/co-op offer letter
	+ Internships do not need to come through the University of Arkansas; internships may come from an external source)
	+ **For assistance seeking internships: check out our website** <http://career.uark.edu/cdc/students/findjobs/> or schedule an appointment with the University Career Development Center, career.uark.edu or call (479) 575-2805
* Is an undergraduate student enrolled full-time in a degree program at the University of Arkansas, Fayetteville
* Is planning to return to University of Arkansas enrolled as at least a part-time student for Fall 2019 semester (NOTE: students participating in an internship after graduation do not qualify)
* Is a United States Citizen or Permanent Resident (green-card holder)
* Is eligible for and receives need-based support (including Pell grants, federal work study, and federally subsidized loans or only free aid) through the Office of Financial Aid at the University of Arkansas and has a FAFSA on file there.
* ***If receiving internship funding from other sources, you are not eligible to apply***
* ***Special consideration will be given to students who meet all aforementioned criteria and in addition are Career Track Razorback graduates or have been active members for at least 1 year.***
* **In order for YOUR INTERNSHIP to be eligible for this scholarship, it must:**
	+ Be an unpaid internship with a non-profit, government, education, arts, public service, or other industry that traditionally do not pay interns
	+ Be a paid internship with any type of organization; however, all of the internship related expenses (travel and lodging) are not completely covered by the offered amount of the internship salary; student must also be able to demonstrate the uncovered amount and financial need. *(NOTE: This will only apply if there are remaining funds after making awards to all eligible students with unpaid internships)*
	+ Require student to work at least 20 hours per week
	+ Be a minimum of 6 weeks in duration
	+ Meet NACE’s Internship Criteria listed below:

**View NACE’s Internship Criteria here:** <http://career.uark.edu/cdc/employers/postjob/#Criteria1>

**Unpaid Internships Must Meet the Fair Labor Standards Act’s (FLSA) Criteri**a as established by the Department of Labor: For more information go to: <http://career.uark.edu/cdc/employers/postjob/#Criteria2>

**Application Documents Required:**

1. **Completed Application from HogSynch.**
2. **Submit a Resume which includes the following:**
	1. Work, Leadership, On-campus organization experiences
	2. Career Track Razorback certificate or active membership (if applicable) ***(For resume review assistance, contact the University Career Development Center, career.uark.edu***

***or (479) 575-2805)***.

1. **Letter of Internship Offer** which includes a statement from the place of employment that the internship is unpaid and will meet the Internship and Unpaid Internship Eligibility Criteria listed above. Your supervisor should be able to provide this letter for you.
2. **Completed Internship Contract** - please download the form found at the link below and ask your supervisor to complete it: <http://career.uark.edu/cdc/employers/postjob/#Contract>.
3. **Completed Budget Form** - attachment

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